

"Despite what politicians, the press, and the public may believe, Federal employees are remarkably competent and dedicated....

...with only a few exceptions.



Dealing With Performance and Conduct Issues

A Two-Day Seminar for Federal Supervisors, Managers, and Union Officials

August 21-22, 2018 8:00 - 4:30 (Limited to 30 participants)

Location:

PJJK Federal Building Room 4-127

Open-Enrollment Cost

\$350.00 per person

Contact:

206-930-1296 or robbie@trainingfeds.com

Upon leaving this seminar, you will:

- Have a framework for deciding when action is and isn't appropriate.
- Know when to use disciplinary vs. performance procedures.
- Be aware of disciplinary options from reminders to removals.
- See where and how management may be reluctant to use discipline.
- Understand how penalties are arrived at and defended.
- Know the elements of proving discipline cases to judges and arbitrators.
- Recognize the limited circumstances where Unacceptable ratings apply.
- Understand the basic provisions of a "performance Improvement plan".
- Know how user-friendly the government's probation program really is.
- Recognize matters where a mediator may be of real assistance.
- Walk away with an arsenal of legal and common-sense options.

Your Instructor: Robbie Kunreuther is a former Labor and Employee Relations Specialist with the Department of the Navy. He has the practical experience of dealing with performance and conduct issues in a very large Federal activity and represented the Navy in cases before the MSPB, labor arbitrators and the EEOC. Robbie also has the perspective of an author and certified mediator.

"Class was well organized and real-life examples were very instructive.

Information given was very practical and legal foundations were well covered.

This course provides real tools to tackle real problems managers routinely face."

The Honolulu-Pacific Federal Executive Board
presents an open-enrollment seminar:
Dealing with Performance and Conduct Issues
August 21-22, 2018

Registration

Please Print

Name: _____

Agency: _____

Address: _____ City/Zip: _____

Email: _____

Phone: _____

Payment Methods (PLEASE ENSURE PROMPT PAYMENT)

- 1) Check made payable to Government Personnel Services
- 2) Visa/MasterCard (please complete the required information below)
- 3) Agency Training Form (1556, 182, etc.)

Card Number:

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Expiration Date: ____ ____/____ ____ Visa ____ or MasterCard ____

CVV Security Code (found on back of card by signature): ____ ____ ____

Total amount to be charged to card: \$_____

Name of Cardholder: _____

Email Address of Cardholder: _____

Phone number of Cardholder: _____

If you need any more information or want to submit this this form, contact:

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Seattle, WA 98144
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Email: robbie@trainingfeds.com
www.trainingfeds.com

Comments from last year's class

"The instructor kept the class of 30 on track which in my experience, is a major undertaking and should be commended. The instructor was very clear in his explanations. I learned more in this one class than I've learned in three previous classes."

"Great course and material was presented in a way that was very informative. Use of scenarios and exercises was very helpful emphasizing course material. Robbie is a very personable and entertaining presenter. His experience and knowledge of the material is very impressive. His passion for the field was also obvious. I highly recommend the HPFEB pursue additional course offerings. Well worth the investment."

"The instructor's scenarios and experience provide 'real world' examples that greatly benefited the understanding of the class."

"Learned a lot about a subject for which I thought I was well versed. Very good job by instructor to present material in a way that made it soak in. Use of case study material especially helpful."

"The examples and discussions were extremely helpful. Robbie provided phrases and tools that I will use in future interactions with employees. PIP process was clearly laid out. Recommend this type of class be offered to new supervisors to provide the tools they would need to appropriately address issues."

"Great case history to illuminate the lesson under discussion. Good sense of humor. Appreciate the effort in creating an interactive and personable environment to encourage involvement by each student."

"Material of subject and application was delivered in an effective way. All attendees received this training very well. Robbie kept my attention every minute."

"Outstanding training. The instructor kept the lessons interesting and entertaining. The material was relevant and the instructor's use of his first-hand experience as an HR professional added to the course. All first level supervisors should have this type of quality training within the first year of their selection as a supervisor."

"Instructor melded old school knowledge with real world experience to assist leaders in making my agency a premier employer!"

"Incredible stories (examples) of performance and conduct issues and resolutions."